

ID Number# \_\_\_\_\_  
For OCF Staff Use Only

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CAMPAIGN FINANCE  
STATEMENT OF ORGANIZATION

FOR A  
CITIZEN-SERVICE PROGRAM ☐ Original ☐ Amendment

1. (a) Name of Citizen-Service Program ☐ Check if name or address has changed 2. Date

(b) Address (Number and Street) (No Post Office Boxes)

3. Office Phone Number

(c) City, State and Zip Code

5. Elected Official's position:

☐ Mayor ☐ Council Chairman ☐ Council At-Large ☐ Council -Ward ☐ Senator-Representative

6. Custodians of Records: List name, address, phone number and position of the person in possession of the citizen-service program's book and records.

Full Name

Mailing Address and Zip Code

Daytime Phone#

Title or Position

7. Treasurer: List name, address and phone number of the treasurer for the citizen-service; and the name and address of any designated agent (e.g., assistant treasurer).

Full Name

Mailing Address and Zip Code

Daytime Phone#

8. Elected Official: List name, address, phone number of the Elected Official establishing the citizen-service program.

Full Name

Mailing Address and Zip Code

Daytime Phone#

9. Banks or other Depositories: List all banks or other depositories in which the citizen-service program deposits funds, holds accounts, rents safety deposit boxes or maintains funds. On a separate sheet attached to this statement, list the name, title, address and phone number of each person authorized to make withdrawals or payments out of the citizen-service programs's bank accounts.

Full Name Mailing Address and Zip Code

Daytime Phone#

Title of Account and Account Number

I certify that I have examined this statement and, to the best of my knowledge and belief, it is true, correct and complete.

For Further Information, Contact:

Office of Campaign Finance  
Frank D. Reeves Municipal Building  
2000 14th Street, N.W., Suite 420  
Washington, D.C. 20009  
(202) 671-0547

SIGNATURE OF ELECTED OFFICIAL

DATE

Subscribed and Sworn or affirmed to by me this \_\_\_\_\_ day of

MONTH/YEAR

My Commission Expires : \_\_\_\_\_

DATE

NOTARY PUBLIC

## GENERAL INSTRUCTIONS

- WHO MUST FILE:** The Mayor, the Chairman of the Council and members of the Council and D.C. Senators and Representatives are authorized to establish a Citizen-Service Program.
- WHEN TO FILE:** Each elected official authorized to establish a Citizen-Service Program shall file a Statement of Organization for a Citizen-Service Program with the Director 15 days of establishing the program.
- WHERE TO FILE:** An original report and any amendments to an original report must be filed or mailed to the Office of Campaign Finance, Frank D. Reeves Municipal Building, 2000 14<sup>th</sup> Street, NW, Suite 420, Washington, DC 20009.